



Kansas Bureau of Investigation

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Notice to KBI Forensic Science Laboratory Customers

(Updated 06-05-2017)

ISO/IEC 17025:2005 International accreditation standards and ANAB Accreditation Requirements require the laboratory to notify customers (law enforcement, attorneys, court personnel, etc.) of certain laboratory policies and procedures. This notice will serve as a general notification to customers for the following areas:

Review of Requests for Analysis

Each request for forensic science analysis is reviewed by laboratory personnel. The laboratory will review each request to ensure that the customer's needs are understood and that the laboratory can meet those needs. Once the laboratory accepts a request for analysis, the accepted request is considered a contract between the customer and the laboratory.

Changes to Contracts

The laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case. The laboratory does not consider this a change to the contract, and this may be done without additional notice to the customer.

The laboratory strives to provide the highest quality and most valuable forensic analysis possible. For those reasons, if analysts conducting testing identify alternate and/or additional testing that may prove beneficial to our customers, the laboratory may notify the customer. This notification will always be done if the proposed analysis will require consumption of the evidence and/or limit future examinations.

Subcontracting Analysis

In limited circumstances, if the laboratory cannot provide the requested or necessary testing, a subcontracted facility may be used. The customer will receive notification by the laboratory prior to releasing any items to a subcontractor.

Selection of Methods

The laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written procedures. The laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer.

In some circumstances, the analytical methods used may be listed in the examination report, as required by accreditation and quality standards. In any case in which a report does not list the analytical method(s) used, the laboratory will provide this information upon request.

Deviations from Analytical Procedures

The laboratory maintains a policy to allow for suggesting, evaluating, approving, and documenting deviation to policy and procedure, when necessary. These deviations are not routinely communicated on a case by case basis, but are documented according to laboratory policy and will be discussed with customers upon request.

Dissemination of Analytical Results

Confidentiality of customer information is extremely important to the laboratory. Unless otherwise directed by our customers, on a case specific basis, the policy of the laboratory will be that members of the customer's agency, members of other agencies that are part of a multi-agency investigation and the staff of the local prosecutor's office(s) will be considered to be the authorized recipients of information provided to or generated by the laboratory for the case.

Disposition of Evidence

Evidence items analyzed by the laboratory shall be returned to the customer upon the completion of all requested examinations. If the circumstance or nature of evidence precludes any evidence item(s) from being returned, the customer shall be notified of the disposition of the evidence item(s).

By submitting evidence to the KBI Forensic Science Laboratory the customer agrees to accept these terms.